
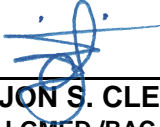

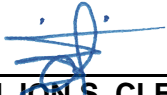






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|  | | Republic of the Philippines | | DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT XII | | Prime Regional Government Center, Brgy. Carpenter Hill, Koronadal City, South Cotabato | | <div>Document Code</div> <div>FM-QP-DILG-AS-RO-10-07</div> <table><tr><td>Rev. No.</td><td>Eff. Date</td><td>Page</td></tr><tr><td>01</td><td>06.01.23</td><td>1 of 3</td></tr></table> | | Rev. No. | Eff. Date | Page | 01 | 06.01.23 | 1 of 3 |
| Rev. No. | Eff. Date | Page | | | | | | | | | | | | | |
| 01 | 06.01.23 | 1 of 3 | | | | | | | | | | | | | |
| MODE OF PROCUREMENT | | NEGOTIATED PROCUREMENT - SMALL VALUE PROCUREMENT | | RFQ No. : | | SVP2025-08-068 | | | | | | | | | |
| Name of Procuring Entity: | | DILG XII | | Date: | | 07 AUGUST 2025 | | | | | | | | | |
| Office/End User: | | LOCAL GOVERNMENT CAPABILITY DEVELOPMENT DIVISION (LGCDD) | | | | | | | | | | | | | |
| Company Name (TO BE FILLED OUT BY SUPPLIER): | | | | | | | | | | | | | | | |
| Address (TO BE FILLED OUT BY SUPPLIER) | | | | | | | | | | | | | | | |
| *PhilGEPS Registration No. (TO BE FILLED OUT BY SUPPLIER) | | | | | | | | | | | | | | | |
| Please quote your lowest price for the requirements listed hereunder subject to the Terms and Conditions stated below and submit to this office duly signed: | | | | | | | | | | | | | | | |
| TERMS AND CONDITIONS: | | | | | | | | | | | | | | | |
| 1. Bidders shall provide correct and accurate information required in this form. 2. Bidders may quote for any or all items. 3. Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable. 4. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected. 5. Award of contract shall be made to the lowest quotation (for goods) or the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein. | | | | 6. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s). 7. The DILG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications. 8. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DILG shall rescind the contract once the cumulative amount of liquidated damages reaches ten (10) percent of the amount of the contract, without prejudice to other courses of action and remedies open to it. | | | | | | | | | | | |
| APPROVED BUDGET FOR THE CONTRACT (ABC): PHP 458,500.00 | | | | <div></div> <div>IAN JON S. CLEMENTE</div> <div>CHIEF, LGMED /BAC CHAIRPERSON</div> | | | | | | | | | | | |
| ITEM NO. | ITEM DESCRIPTION | QTY. | UNIT | APPROVED BUDGET FOR THE CONTRACT (ABC) | | STATEMENT OF COMPLIANCE | PRICE OFFER FROM SUPPLIER/ SERVICE PROVIDER | | | | | | | | |
| | | | | ABC PER ITEM | TOTAL ABC | | OFFER PER ITEM | TOTAL OFFER | | | | | | | |
| | Food and Venue with Accommodation for the conduct of Coaches' Training on Management of the Dead and Missing Persons (MDM) under the Enhancement of Local Government's Capacity on DRRM-CCAM Program: Operation Listo | | | | | | | | | | | | | | |
| 1 | September 14, 2025 (Sunday) | | | | | | | | | | | | | | |
| | PM SNACKS | 10 | pax | 150.00 | 1,500.00 | | | | | | | | | | |
| | DINNER | 10 | pax | 400.00 | 4,000.00 | | | | | | | | | | |
| | ACCOMMODATION WITH BREAKFAST | 10 | pax | 1,500.00 | 15,000.00 | | | | | | | | | | |
| | September 15, 2025 (Monday) | | | | | | | | | | | | | | |
| | AM SNACKS | 40 | pax | 150.00 | 6,000.00 | | | | | | | | | | |
| | LUNCH | 40 | pax | 400.00 | 16,000.00 | | | | | | | | | | |
| | PM SNACKS | 40 | pax | 150.00 | 6,000.00 | | | | | | | | | | |
| | DINNER | 40 | pax | 400.00 | 16,000.00 | | | | | | | | | | |
| | ACCOMMODATION WITH BREAKFAST | 40 | pax | 1,500.00 | 60,000.00 | | | | | | | | | | |
| | September 16, 2025 (Tuesday) | | | | | | | | | | | | | | |
| | AM SNACKS | 40 | pax | 150.00 | 6,000.00 | | | | | | | | | | |
| | LUNCH | 40 | pax | 400.00 | 16,000.00 | | | | | | | | | | |
| | PM SNACKS | 40 | pax | 150.00 | 6,000.00 | | | | | | | | | | |
| | DINNER | 40 | pax | 400.00 | 16,000.00 | | | | | | | | | | |
| | ACCOMMODATION WITH BREAKFAST | 40 | pax | 1,500.00 | 60,000.00 | | | | | | | | | | |
| | September 17, 2025 (Wednesday) | | | | | | | | | | | | | | |
| | AM SNACKS | 40 | pax | 150.00 | 6,000.00 | | | | | | | | | | |
| | LUNCH | 40 | pax | 400.00 | 16,000.00 | | | | | | | | | | |
| | PM SNACKS | 40 | pax | 150.00 | 6,000.00 | | | | | | | | | | |
| | DINNER | 40 | pax | 400.00 | 16,000.00 | | | | | | | | | | |
| | ACCOMMODATION WITH BREAKFAST | 40 | pax | 1,500.00 | 60,000.00 | | | | | | | | | | |
| | September 18, 2025 (Thursday) | | | | | | | | | | | | | | |
| | AM SNACKS | 40 | pax | 150.00 | 6,000.00 | | | | | | | | | | |
| | LUNCH | 40 | pax | 400.00 | 16,000.00 | | | | | | | | | | |

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| MODE OF PROCUREMENT | | NEGOTIATED PROCUREMENT - SMALL VALUE PROCUREMENT | | | | RFQ No. : | | SVP2025-08-068 | |
| Name of Procuring Entity: | | DILG XII | | | | Date: | | 07 AUGUST 2025 | |
| Office/End User: | | LOCAL GOVERNMENT CAPABILITY DEVELOPMENT DIVISION (LGCD) | | | | | | | |
| Company Name (TO BE FILLED OUT BY SUPPLIER): | | | | | | | | | |
| Address (TO BE FILLED OUT BY SUPPLIER) | | | | | | | | | |
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| APPROVED BUDGET FOR THE CONTRACT (ABC): | | | | | | | | | |
| PHP 458,500.00 | | | | | <div> IAN JON S. CLEMENTE CHIEF, LGMED /BAC CHAIRPERSON</div> | | | | |
| | PM SNACKS | 40 | pax | 150.00 | 6,000.00 | | | | |
| | DINNER | 40 | pax | 400.00 | 16,000.00 | | | | |
| | ACCOMMODATION WITH BREAKFAST | 40 | pax | 1,500.00 | 60,000.00 | | | | |
| | September 19, 2025 (Friday) | | | | | | | | |
| | AM SNACKS | 40 | pax | 150.00 | 6,000.00 | | | | |
| | LUNCH | 40 | pax | 400.00 | 16,000.00 | | | | |
| | | | | | | | GRAND TOTAL : | | |
| | Venue /Hall | | | | | | | | |
| | Within the General Santos City proper | | | | | | | | |
| | The conference hall must accommodate at least ONE HUNDRED (100) Participants in adherence to minimum health protocols against COVID-19; | | | | | | | | |
| | Function room/training hall should have no columns/post in the middle that can distract both resource speakers and participants; | | | | | | | | |
| | With standalone LAN Internet (100mbps or higher) for the secretariat with alternate source of internet; | | | | | | | | |
| | At least 10-15 rectangle tables with desirable clothing and chairs; 4-5 persons per table; Tables can be combine for workshops purposes | | | | | | | | |
| | Buffet tables, water and coffee stations; | | | | | | | | |
| | Secretariat Tables(long table) with desirable clothing will be placed inside the hall near the door; | | | | | | | | |
| | Enough space for registration of participants.; | | | | | | | | |
| | With Philippine Flag (with pole) and Podium for Speakers; | | | | | | | | |
| | Availability of white screens/walls to project powerpoint presentation, LED wall if possible, free of charge | | | | | | | | |
| | Fully Airconditioned Hall; | | | | | | | | |

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|  | | Republic of the Philippines | | | | | | | |
| | | DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT XII | | | | | | | |
| | | Prime Regional Government Center, Brgy. Carpenter Hill, Koronadal City, South Cotabato | | | | | | | |
| | | | | Document Code | | | | | |
| | | | | FM-QP-DILG-AS-RO-10-07 | | | | | |
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| | | | | 01 | | 06.01.23 | | 1 of 3 | |
| MODE OF PROCUREMENT | | NEGOTIATED PROCUREMENT - SMALL VALUE PROCUREMENT | | | RFQ No. : | | SVP2025-08-068 | | |
| Name of Procuring Entity: | | DILG XII | | | Date: | | 07 AUGUST 2025 | | |
| Office/End User: | | LOCAL GOVERNMENT CAPABILITY DEVELOPMENT DIVISION (LGCD) | | | | | | | |
| Company Name (TO BE FILLED OUT BY SUPPLIER): | | | | | | | | | |
| Address (TO BE FILLED OUT BY SUPPLIER) | | | | | | | | | |
| *PhilGEPS Registration No. (TO BE FILLED OUT BY SUPPLIER) | | | | | | | | | |
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| APPROVED BUDGET FOR THE CONTRACT (ABC): | | | | | | | | | |
| PHP 458,500.00 | | | | IAN JON S. CLEMENTE CHIEF, LGMED/BAC CHAIRPERSON | | | | | |
| | Standby waiters/waitresses to cater the needs of the Resource Person/Guests/DILG Personnel/Secretariat/Participants; | | | | | | | | |
| | Power outlets and extra extension cords for Laptops and computers (at least 1 per table) and 1 for the secretariat; | | | | | | | | |
| | Must have two (2) separate well-ventilated rooms/conference room other than the main function hall to be used for 3 hours for simulation exercises. | | | | | | | | |
| | At least four (4) functional wireless and three (3) wired backup microphones; three (3) microphone stands | | | | | | | | |
| | Conduct sanitation after daily session; | | | | | | | | |
| | Standby first aid kit and BP apparatus; | | | | | | | | |
| | Nearby CR or within the Hall | | | | | | | | |
| | Standby Generators in case of power failure/brownouts. | | | | | | | | |
| | Meals/Catering Services | | | | | | | | |
| | Meals must have rice ,1 soup with 4 viands (1 Vegetable,2 Meat (Chicken or Beef),1 Fish) and dessert; | | | | | | | | |
| | With free flowing brewed Coffee/Tea/Sikwate; | | | | | | | | |
| | The supplier shall provide heavy snacks, consisting at least combination of 2 (main and side food items) with 1 beverage; | | | | | | | | |
| | Drinks for Snacks and Meals should be Local Products of Region XII and other acceptable and healthier beverage (Fresh Milk, Unsweetened teas, Infused water and 100% natural fruit juices without added sugar) | | | | | | | | |
| | Catering set-up appropriate for executive gatherings shall be provided by the services provider | | | | | | | | |
| | The service provider must provide atleast two (2) staff to serve the food during the meetings/events. | | | | | | | | |
| | Meals shall be served Buffet type | | | | | | | | |
| | Free-flowing Brewed Coffee for the entire duration of the Activity. | | | | | | | | |

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| MODE OF PROCUREMENT | | NEGOTIATED PROCUREMENT - SMALL VALUE PROCUREMENT | | RFQ No. : | | SVP2025-08-068 | | | |
| Name of Procuring Entity: | | DILG XII | | Date: | | 07 AUGUST 2025 | | | |
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| | Use of porcelain/ceramic plates. | | | | | | | | |
| | Use of stainless utensils (spoon, fork, and Knife) | | | | | | | | |
| | Use glass/cups for beverages. | | | | | | | | |
| | Use tissue made of raw materials from recycled fiber, which is Elementary Chlorine Free (ECF). | | | | | | | | |
| | Server should observe health and safety protocols such as wearing of gloves, facemask (i.e anti-slobber clear plastic mouth cover, clear hygienic open mount shield), and hairnet. | | | | | | | | |
| | Provide purified/distilled drinking water with dispenser. | | | | | | | | |
| | Serving Providers should do proper segregation for disposal of tissue and leftover. | | | | | | | | |
| | DELIVERY/SERVING TIME: AM SNACKS: 9:00-9:30 AM; LUNCH: 11:30 AM - 12:00 PM; PM SNACKS: 3:30 PM - 3:30 PM; DINNER 5:30 PM - 6:00 PM | | | | | | | | |
| | Accommodation/Room Arrangements | | | | | | | | |
| | Room dimension with social distancing; maximum of 3 pax per room (strictly individual bed) | | | | | | | | |
| | With fast WIFI Connection (atleast 100 mbps or higher); | | | | | | | | |
| | Alternate WIFI provider incase of Internet Connection Interruption or Poor Connectivity; | | | | | | | | |
| | Complimentary bottled water and coffee, etc.; | | | | | | | | |
| | Fully-Air conditioned with television, toilet, shower with complimentary toiletries and care kit(alcohol and face mask); | | | | | | | | |
| | Bedrooms with good ventilation to reduce the risk of COVID-19 spread; | | | | | | | | |
| | Room Accomodation must be at a adjacent Location (Same Building with the Hall); | | | | | | | | |
| | With Hot and Cold Shower | | | | | | | | |
| | Clean and disinfect room daily to reduce the risk of COVID-19; and | | | | | | | | |

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|--|-----------|--|--|---|--|--|--|---|--|----------|-----------|------|----|----------|--------|
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| PHP 458,500.00 | | | | _____ IAN JON S. CLEMENTE CHIEF, LGMED /BAC CHAIRPERSON | | | | | | | | | | | |
| Other Requirements/Services: | | | | | | | | | | | | | | | |
| Free Parking Space and use of amenities and facilities; | | | | | | | | | | | | | | | |
| With proper waste management with Sanitary Permit from appropriate authority; | | | | | | | | | | | | | | | |
| Establishment must be smoke-free | | | | | | | | | | | | | | | |
| ** A guaranteed of a minimum of 75% out of the total number of target participants; | | | | | | | | | | | | | | | |
| **Compliant to maximum health standards/protocols provided by the DOH | | | | | | | | | | | | | | | |
| Shoulder the Notarial Fee once the BID is awarded to the establishment | | | | | | | | | | | | | | | |
| All of the required items in the RFQ must be accomplished COMPLETELY. DO NOT LEAVE ANY BLANK PORTIONS ON THE STATEMENT OF COMPLIANCE. Bidders must state either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the item/s offered. Failure to do so shall be a ground for the rejection of the bid. | | | | | | | | | | | | | | | |
| In order to be eligible for this procurement, suppliers/service providers must submit together with the quotation/proposal the following eligibility requirements: | | | | | | | | | | | | | | | |
| Annual Income Tax Return (ITR) FY. 2023 (for those who do not have Business Permit for 2025 yet) | | | | | | | | | | | | | | | |
| Certificate of Business Name Registration from DTI (Updated) | | | | | | | | | | | | | | | |
| Tax Clearance Certificate from BIR (Updated) (if Applicable) | | | | | | | | | | | | | | | |
| Business/ Payor's Permit (Updated) | | | | | | | | | | | | | | | |
| Accomplished and Notarized Omnibus Sworn Statement (Download Template https://www.gppb.gov.ph/downloadable-forms/#tab-61412) | | | | | | | | | | | | | | | |
| Certificate of PhilGEPs Registration /Registration number (Red Membership) | | | | | | | | | | | | | | | |
| For inquiries or clarifications, you may contact Sheila Mae G. Kubik at Telephone Number (083) 877-2971 or Ms. Kristine Joy Elipan at Telephone Numbers (083) 228-7960 or email address at dilg12supply@gmail.com and dilgro12rbacsecretariat@gmail.com. | | | | | | | | | | | | | | | |
| IMPORTANT: Please submit your quotation/s in SEALED ENVELOPE/S on/before AUGUST 14, 2025 at exactly 10:00 AM at the DILG Regional Office 12, Regional Center, Brgy. Carpenter Hill, Koronadal City, South Cotabato. | | | | | | | | | | | | | | | |
| Warranty | | | | Price Validity | | | | | | | | | | | |
| After having carefully read and accepted your General Conditions, I/WE quote on the item(s) at prices noted above. | | | | | | | | | | | | | | | |
| _____ Printed Name/Signature/Date | | | | | | | | | | | | | | | |
| _____ Tel. No./Cellphone No. | | | | | | | | | | | | | | | |